

# MISSOURI DEPARTMENT OF REVENUE

## 2003 REMITTANCE VOUCHER SPECIFICATIONS

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Most Missouri Department of Revenue, Division of Taxation and Collection vouchers are processed using automated processing equipment. The equipment enables the Department to capture all data fields and thus process the vouchers more efficiently. Most vouchers have an OCR scanline and are ICR compatible with dropout ink. All scanlines **must** use an OCR-A font. Please refer to each voucher type for more specific specifications regarding

scanline and variable data placement. The Department requests **12** test samples (**cut to size**) with the appropriate scanline and all data fields filled (4 quarters, 3 different scenarios). Each voucher should be printed at the **bottom** of the page, one per page, to ensure a straight line for the equipment to read the scanline. Approval of each voucher type must be obtained from the Department **prior** to filing.

# TAX YEAR 2003

We will require only 12 copies (4 quarters with 3 different scenarios) of these vouchers to be submitted. Please cut these to size before submitting for approval.


1. **Form MO-1040V** — Be sure that the Tax Year in scanline is “02”. The year is updated to 2002 and the due date is April 15, 2003.
2. **Form MO-1040ES** — Be sure that the Tax Year in scanline is “03”. The year is updated to 2003 and the due dates are First Quarter—April 15, 2003; 2nd Quarter—June 15, 2003; Third Quarter—September 15, 2003; and Fourth Quarter—January 15, 2004.
3. **Form MO-1120ES** — Be sure that the Tax Year in scanline is “03”. The year is updated to 2003.
4. **Name Control Number (NCN)** — Commas, hyphens and apostrophes have been added to the formula page. If the last name is less than four characters, use the first characters of the first name.
5. **Vendor Codes** — The Missouri Department of Revenue is using the last two digits of the Vendor ID Number assigned by the NACTP. We use these new codes in our scanlines. Please see page 6.
6. **Withholding and Sales Tax Vouchers** — We will not require you to submit 12 copies of these vouchers with data and scanlines. You will be able to reproduce the “flat version” of the forms, as they become available on the internet.

Be sure to include the OCR-A font with your software package. Please include instructions for users.

Scanline should be placed 1/2" from bottom of page and 1 1/2" from right side of page.

1. Source Code (3 digits)  
Use the digits "055"
  2. Vendor Code (2 digits)  
Use the assigned digits—see page 6.
  3. DOR USE (6 zeroes)
  4. Primary SSN (9 digits)
  5. Check Digit (1 digit)
  6. Primary NCN (8 digits)
  7. Check Digit (1 digit)
  8. Secondary SSN (9 digits)
  9. Check Digit (1 digit)
  10. Tax Year (YY) (2 digits)  
Should be "02".
  11. Amount Paid (9 digits)—  
always ends with two zeroes
  12. Check Digit (1 digit)
- Please see page 3 for check digit and NCN formulas.

Size: 8 1/2" x 4"

	<b>MISSOURI DEPARTMENT OF REVENUE</b> <b>INDIVIDUAL INCOME TAX</b> <b>PAYMENT VOUCHER</b>	<b>2002</b> <b>FORM</b> <b>MO-1040V</b>	1a. Address change ..... * <input type="checkbox"/> 1b. First time filer ..... * <input type="checkbox"/> <b>0 2</b> 2. Social security number ..... * <input type="text"/> 3. Name control ..... * <input type="text"/> 4. Spouse's social security number ..... * <input type="text"/> 5. Spouse's name control ..... * <input type="text"/> 6. Amount of payment ..... \$ <input type="text"/> <b>. 0 0</b> (U.S. funds only) .....								
PLEASE PRINT. MAKE CHECK PAYABLE TO MISSOURI DIRECTOR OF REVENUE. MAIL FORM MO-1040V AND PAYMENT TO THE MISSOURI DEPARTMENT OF REVENUE, P.O. BOX 371, JEFFERSON CITY, MO 65105-0371.											
NAME											
SPOUSE'S NAME											
STREET ADDRESS											
CITY		STATE	ZIP CODE								
FULL PAYMENT OF TAXES MUST BE SUBMITTED BY APRIL 15, 2003 TO AVOID INTEREST AND ADDITIONS TO TAX FOR FAILURE TO PAY.											
• PLEASE SEND CHECK OR MONEY ORDER (U.S. FUNDS ONLY) MO 860-2715 (11-2002)											
<b>DOR USE ONLY</b>			* <input type="text"/> * <input type="text"/>								
<b>055 00 000000 1234567890 123456789 1234567890 02 123456700 0</b>											
1	2	3	4	5	6	7	8	9	10	11	12

Please mail these  
vouchers to:

Department of Revenue  
P.O. Box 371  
Jefferson City, MO 65105

Form size is 8 1/2" x 4". There should only be one cut line and that is at the top of the form.

Bottom (baseline) of scanline should be placed 1/2" up from bottom of the page; top of scanline should be 1/8" down from last horizontal rule/line on the form; and 1 1/2" from right side of page. That means there needs to be 1/2" of white space at the bottom of the page, 1/8" of white space from bottom rule/line of form to top of scanline and 1 1/2" of white space at the right side of the page. Scanline should be printed on Line 63 and Position 11. (This is figured using 66 lines per page vertically and 85 characters printed horizontally.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

This form is used only for electronic filing and telefiling. It is not intended to be used as a pay type return.

DOR USE ONLY area should have boxes. Eleven boxes on the top row and 6 boxes on the bottom row.

The Tax Year in the scanline for the Form MO-1040V should be 02.

The Vendor Code can be found on page 6. Please use the number specified for your company.

Be sure to include the font in your package.

# 2003 ESTIMATED TAX DECLARATION FOR INDIVIDUALS — MO-1040ES

Page 2

Scanline should be placed 1/2" from bottom of page and 1 1/2" from right side of page.

1. Source Code (3 digits)  
Use the digits "250"
2. Vendor Code (2 digits)  
Use the assigned digits
3. DOR USE (6 zeroes)
4. Primary SSN (9 digits)
5. Check Digit (1 digit)
6. Primary NCN (8 digits)
7. Check Digit (1 digit)
8. Secondary SSN (9 digits)
9. Check Digit (1 digit)
10. Tax Year (YY) (2 digits)  
Should be "03".
11. Amount Paid (9 digits)—  
always end with 2 zeroes
12. Check Digit (1 digit)

Please see page 3 for check digit and NCN formulas.

## NOTE:

- "1st Quarter Calendar Year  
April 15, 2003"
- "2nd Quarter Calendar Year  
June 15, 2003"
- "3rd Quarter Calendar Year  
September 15, 2003"
- "4th Quarter Calendar Year  
January 15, 2004"

No Change Code

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>NC</b> ●         </div> <div style="text-align: center;"> <b>2003</b> FORM <b>MO-1040ES</b> </div> <div style="text-align: center;">   <b>MISSOURI DEPARTMENT OF REVENUE</b>  <b>ESTIMATED TAX DECLARATION</b>  <b>FOR INDIVIDUALS</b> </div> </div>			
SOCIAL SECURITY NUMBER	SPOUSE'S SOCIAL SECURITY NUMBER	CALENDAR YEAR DUE	FISCAL YEAR DUE
Is your address or name incorrect? If so, you <b>MUST</b> return the Change of Name/Address Form to ensure proper processing of your payment and correct mail distribution of correspondence and forms. The Department of Revenue may collect checks returned for insufficient or uncollected funds electronically.		<div> <b>1. Amount of this installment</b>      \$      <b>1234567 0 0</b> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>DOR USE ONLY</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">*</div> <div style="width: 80%;"> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> </div> <div style="width: 10%;">*</div> </div> </div>	
MO 860-1108 (11-2002)		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           1ST QTR Calendar Year Due April 15, 2003         </div> <div style="width: 50%; font-size: x-small;">           Return this form with check or money order payable to:  <b>Missouri Director of Revenue, P.O. Box 555, Jefferson City, MO 65105-0555</b> </div> </div>	

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Form size is 8 1/2" x 3.75". There should only be one cut line and that is at the top of the form.

**NO CHANGE CODE:** NC should be printed on the vouchers only if there is NO CHANGE to name, address, or filing status from your 2002 return.

Bottom (baseline) of scanline should be placed 1/2" up from bottom of the page; top of scanline should be 1/8" down from last horizontal rule/line on the form; and 1 1/2" from right side of page. That means there needs to be 1/2" of white space at the bottom of the page, 1/8" of white space from bottom rule/line of form to top of scanline and 1 1/2" of white space at the right side of the page. Scanline should be printed on Line 63 and Position 11. (This is figured using 66 lines per page vertically and 85 characters printed horizontally.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

Amount of Installment should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for Amount Paid.

DOR USE ONLY area should have boxes. Nine boxes on the top row and 6 boxes on the bottom row.

The Tax Year in the scanline for the Form MO-1040ES should be 03.

The Vendor Code can be found on page 6. Please use the number assigned to your company.

Be sure to include the font in your software package.

## Forms MO-1040V and MO-1040ES

### Social Security Number (SSN) Check Digit Formula

The check digit validation process is:

1. Multiply each of the digits in the SSN by 2 or 1, beginning with 1.
2. Add the sum of the products.
3. Divide the sum by 10.
4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

SSN: 534209176

Multiply the SSN digits by 1, 2, . . . (starting with the number 1)

	5	3	4	2	0	9	1	7	6
X	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
	5	6	4	4	0	18	1	14	6

Sum the products:

5+ 6+ 4+ 4+ 0+ 18+ 1+ 14+ 6 = 58

Divide by 10:

$58 \div 10 = 5$  with remainder of 8

Subtract the remainder from 10, the difference is the check digit.

$10 - 8 = 2$

The check digit is 2.

### Name Control Number (NCN) Formula

The first four alpha characters of the taxpayer's last name converted to numeric make up the NCN using the following formula. The NCN is an eight digit number.

A=01

B=02

C=03

D=04

E=05

F=06

G=07

H=08

I=09

J=10

K=11

L=12

M=13

N=14

O=15

P=16

Q=17

R=18

S=19

T=20

U=21

V=22

W=23

X=24

Y=25

Z=26

, =27 (comma)

- =28 (hyphen)

' =29 (apostrophe)

Examples:

Johnson = 10150814

LI,Adrian = 12092701 (Last name is less than 4 characters)

After computing the NCN use the SSN Check Digit formula to compute the NCN Check Digit.

**If one of the first four characters contain an apostrophe or hyphen use the codes specified above.**

**If the name is less than 4 characters long, use the first characters of the first name. (See example above.)**

Forms MO-1040V, MO-1040ES and MO-1120ES

Amount Paid Check Digit Formula (Sample 1)

The check digit validation process is:

1. Multiply each of the digits in the Amount Paid by 2 or 1, beginning with 1.
2. Add the sum of the products.
3. Divide the sum by 10.
4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

Amount Paid: 134578900

Multiply the Amount Paid digits by 1, 2, . . .

	1	3	4	5	7	8	9	0	0
X	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
	1	6	4	10	7	16	9	0	0

Sum the products:

1+ 6+ 4+ 10+ 7+ 16+ 9+ 0+ 0 = 53

Divide by 10:

$53 \div 10 = 5$  with remainder of 3

Subtract the remainder from 10, the difference is the check digit.

$10 - 3 = 7$

The check digit is 7.

Forms MO-1040V, MO-1040ES and MO-1120ES

Amount Paid Check Digit Formula (Sample 2)

The check digit validation process is:

1. Multiply each of the digits in the Amount Paid by 2 or 1, beginning with 1.
2. Add the sum of the digits.
3. Divide the sum by 10.
4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

Amount Paid: 000594800

Multiply the Amount Paid digits by 1, 2, . . .

	0	0	0	5	9	4	8	0	0
X	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
	0	0	0	10	9	8	8	0	0

Sum the products:

0+ 0+ 0+ 10+ 9+ 8+ 8+ 0+ 0 = 35

Divide by 10:

$35 \div 10 = 3$  with remainder of 5

Subtract the remainder from 10, the difference is the check digit.


$10 - 5 = 5$

The check digit is 5.

Scanline should be placed  
1/2" up from bottom of  
page and 1 3/4" from right  
side of page.

1. Sort Pattern (always use 023) (3 digits)
2. DOR USE (6 zeroes)
3. Vendor Code (2 digits)  
Use the assigned digits
4. MITS Number (8 digits)
5. Tax Year (YY) (2 digits)
6. Amount of Installment (9 digits)—should end with 2 zeroes
7. Check Digit (1 digit)

NOTE: First voucher will always be Quarter 1, second voucher will always be Quarter 2, third voucher will always be Quarter 3 and voucher 4 will always be Quarter 4.

 MISSOURI DEPARTMENT OF REVENUE <b>DECLARATION OF ESTIMATED TAX FOR CORPORATION INCOME TAX</b>		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>2003</b>            FORM  <b>MO-1120ES</b> </div>	
MISSOURI TAX I.D. NUMBER	FEDERAL I.D. NUMBER	TAXABLE YEAR ENDING	DUE DATE
CHARTER NUMBER	DLN	1. Amount of this installment (U.S. funds only) ... \$ <b>1234567 0 0</b>	
		DOR USE ONLY * *	
		1ST QTR. Return this form with check or money order payable to: <b>Missouri Director of Revenue, P.O. Box 3020, Jefferson City, MO 65105-3020</b>	
MO 860-1831 (11-2002)			

023 000000 00 12345678 03 123456700 1

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Form size is 8 1/2" x 3.75". There should only be one cut line and that is at the top of the form.

Scanline should be placed 1/2" up from bottom and 1 3/4" from right side of page. Scanline should be printed on Line 63 and Position 31. (This is figured using 66 lines per page vertically and 85 characters printed horizontally. This is using 6 lines per inch vertically and 10 characters per inch horizontally.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

Amount of this Installment should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for Amount of Installment.

DOR USE ONLY area should have boxes. Nine boxes on the top row and 8 boxes on the bottom row.

The Vendor Code can be found on page 6. Please use the number specified for your company.

Be sure to include the font in your package.

Software vendors are to print their Vendor Code on Form MO-1040, Form MO-1040ES, Form MO-1040V and Form MO-1120ES.  
Vendor Codes are the last two digits of the ID Number that NACTP assigns to software vendors.

**VENDOR CODE****VENDOR NAME**

48	.....	.AATRIX SOFTWARE, INC.
49	.....	.ACCOUNTWARE
50	.....	.ADP, INC.
11	.....	.ALPINE DATA
13	.....	.AM SOFTWARE
14	.....	.ARTHUR ANDERSEN
15	.....	.ATX FORMS
17	.....	.BLOCK FINANCIAL
19	.....	.CCH INC
51	.....	.CERIDIAN TAX SERVICES
21	.....	.CPA SOFTWARE
22	.....	.CREATIVE SOLUTIONS
52	.....	.D.A. BAILEY & SONS PUBLISHING CO., INC.
53	.....	.DATA TECHNOLOGY GROUP, INC.
23	.....	.DELOITTE & TOUCHE TAX TECHNOLOGIES
24	.....	.DRAKE ENTERPRISES
25	.....	.DUNPHY SYSTEMS, INC
26	.....	.EXAC TAX
27	.....	.FEDERAL LIAISON SERVICES (FLS)
55	.....	.GARDENVILLE COMMUNITY CENTER
29	.....	.H & R BLOCK
56	.....	.HATLEY COMPUTER SERVICE
30	.....	.INTUIT
31	.....	.JACKSON HEWITT TAX SERVICE
32	.....	.LACERTE SOFTWARE CORP
57	.....	.MICRO VISION SOFTWARE
34	.....	.NELCO
35	.....	.ORRTAX
58	.....	.PARSONS TECHNOLOGY
37	.....	.PETZ ENTERPRISES, INC
59	.....	.PRICE WATERHOUSE LLC
60	.....	.PRO BUSINESS
38	.....	.RHODES COMPUTER SERVICES
62	.....	.RIA
63	.....	.RON CALLIS CPA
64	.....	.SECOND STORY SOFTWARE
39	.....	.STF SERVICES CORP
40	.....	.TAX & ACCOUNTING SOFTWARE CORP (TAASC)
65	.....	.TAX FORM LIBRARY
66	.....	.TAXLINK, INC.
67	.....	.TAX SIMPLE, INC.
68	.....	.TAXWARE SYSTEMS
43	.....	.TAXWORKS BY LASER SYSTEMS
44	.....	.TK PUBLISHING, INC
69	.....	.TRI TECH SOFTWARE DEVELOPMENT CORPORATION
45	.....	.UNIVERSAL TAX SYSTEMS, INC
46	.....	.XPRESS SOFTWARE



# **2003 WITHHOLDING AND SALES TAX VOUCHERS**

**Forms MO-941, MO-941P, MO-941F, MO-941U, MO-941X, MO W-3, Sales Tax Return (Single Location) and Sales Tax Return (Two Location) will be posted on the Internet as they become available. We will not require 12 samples to be sent in with data and scanlines. You will be able to reproduce the flat version of the forms. You should submit one copy of each form, when the FINAL form is available on the internet.**